179 MEMO FOR:	COMPTROLLER FROMC	FILE NO.	ENCE
Property Authorization	Control Procedure	ROUTING	TIME
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FORM NO. FEB. 1982 35-1 FILE AN	D ROUTING SLIP	(18-40)	4

CONFIDENTIAL

C/WR-Administration

19 MAR 1956

Chief, Technical Accounting Staff Office of the Comptroller

C/WE-Admin Memorandum dated 22 November 1955 re Property Authorization Control Procedure

25X1

l. In reply to the above memo, this is to advise you that the problems outlined are presently under consideration and that has been distributed for coordination and authentication by the Regulations Control Staff.

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2. Until final approval and implementation of interim procedure has been established between the Office of Communications and the Office of Logistics whereby material transferred from the ZI to a Commo depot overseas would be charged to a special cost account until such time as it is issued. Monthly issue reports will then be forwarded to headquarters for costing to the project and crediting to the special cost account. The Office of Communications has notified its field depots to forward copies

of issue documents to headquarters along with the monthly report for

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TAS/LOH/ael (16 March 1956)

the use of the area division.

Orig. & 1 - Addressee

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Approved RDP79-00 000200120017-8, 41-5 Subject: re Property authoryation Control Procedure. I In suply to the above mans, this is to advise you select the problems withing and provide been pland out for conductions Thy the Regulations 25X1 2. as an interior marche, with final established between the Office of Commentions and the office of fogisties wholey and troughouth 31 to a commo depot armson would be charged to a special. cost account until wish the as it is assured. monthly issues suports and usual documents well then be forwarded to hardgrantes for the easting to the project and crediting to the special and account. The offing of Communication, da notified its depots to forward copies of issur downits to skadynostus along with the mostly refunt for the use of the area surrain.

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

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Approved Release 2002/07/12 : CIA-RDP79-0 A000200120017-8

22 November 1955

MEMORANDUM FOR: The Comptroller

SUBJECT : Property Authorization Control Procedure

REF 25X1

> 1. The experience of this Division in endeavoring to fulfill its responsibilities as set forth in paragraph 3 of referenced instruction indicates that the present procedures governing Property Authorization Control are deficient in respect to the control of issues of communications materials effected by the Overseas Installations of the Office of Communications. The communications material supplied to WE Missions by the Commo Overseas Installations has proven to be of considerable volume and cost. It is apparent therefore that any procedure designed to control the issue of property to Agency activities must give particular attention to this component of the Agency's supply system. It must also provide for the reporting of Communications issues to Headquarter's in order that these issues may be recorded in the Property Control Records maintained by the operating divisions. The present system does not require such reporting. Nor, insofar as can be ascertained by this Division, has there been any reporting of such issues to Finance Division for recording in the Agency's Project Cost records.

2. Several WE Field Stations have been directed to forward requests for Communications materials direct to the Chief of the Communications Overseas Installation in their respective areas It is our understanding that the supply officer of the overseas installation will honor such requests providing the activity for which the material is requested has a properly approved Communications Annex. Communications annexes for operational activities are not approved on a fiscal year basis as a rule but are geared to the approval period of the project. In the case of PP-PM activities the Communications annex would therefore cover a period of 2 years. In the case of FI activities the Communications Annex would cover a period of one year but this would not necessarily coincide with the fiscal year period 1 July--30 June. It is apparent that a supply policy permitting issues based on other than the fiscal year program is in conflict with the basic concept of the Property Authorization Control Procedure.

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- 4. In view of the above facts, it is requested that the Technical Accounting Staff study the present Property Authorization Control procedure with a view to broadening its scope to cover the operations of the Overseas supply bases operated by the Office of Communications. It is recommended that particular attention be directed to the present policy of these supply bases which permits issues based on Communications annexes rather than a fiscal year authorization.
- 5. It should be recognized that until appropriate revisions have been made in the Property Authorization Control procedures, providing for adequate reporting and control of communications supply issues, this Division will be unable to fullfill its responsibilities as set forth in reference instruction. It is therefore requested that this matter be given immediate attention. The Administrative Staff of this Division will be glad to render whatever assistance it can in developing a practical solution to this problem.

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Release 2002/07/12 : CIA-RDP79-00065A000200120017-8 25X1 CUNTIDENTIAL 25X1 My comments regarding The attacked niver 25X1 (1) Concer generally weeth para 1 sas implementation of the procedure is for This stage (2) How can a Project annex be approved for a period less than or mork than the bosie Project approval. I do not believe undeputent approval action, limited to fiscal years for only the annex, would be southourd by DDP. Norrection of The difficulty should be Smade of the root of the enil or by diniting Project's toppionals & fiscal years. In effect this really done since bredgets , and finds are on a fiscal year leasis. CONFIDENTIAL Approved For Release 2002/07/12: CIA-RDP79-00065A000200120017-8 set up for w. 5. an eleter

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procedure herause at flee time of their signest we were Looking with soon on an authorized procedure. work on acterning what documentation can be originated by the field activities that ince provide ploth a fumical soul logistical use, he it mil show not only the funds bux The atenes

Me para 4, at present the only controls on Projects is the annex, as the various timence Officers home not suplements of the l'eontrof procedures. at such time os the funcial controls exist They will alitomatically to be precedence oner the annex. Bear in ming That the operating Did will make The individual Project allotments to The field Theregore lound wice Approved For Release 2002/07/12: CIA-RDP79-00065A000200120017-8

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Approved For Release 2002/07/12 : CIA-RDP79-20055A000200120017-8

CONFIDENTIAL

22 Tovember 1955

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	SUBJECT :	Property Authorization Control	rocedure
25X1	REF .		

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	question of controlling the field issues of	Commo materials during
	the discussions of the proposed	It would seem that
	in its present form, leaves th	guestion una swered.
	We also wish to point out that WE Division	has attempted to lay on
25X1	interim procedures with the Office of Count	mications which would
, .	give some measure of control over Commo sur	
9.4	In a memorandum dated 1 August 1955 from W	/C-Admin to the Office of
	Communications it was requested that the Co	mmunications Overseas
	Installations forward to WE Headquarter's	copies of the documents
	reflecting the cost of all issues of materi	ial to WE activities in
V.	order that such information could be record	ied in the Property
	Authorization Control records. In a memora	andum dated 11 (ctober 1955
2 2	we were informed by the Office of Communication	ations that, because of
	the present workload on supply personnel, to	
	with this request.	•

- Accounting Staff study the present reporty Authorization Control procedure with a view to broadening its scope to cover the operations of the Overseas supply bases operated by the Office of Communications. It is recommended that particular attention be directed to the present policy of these supply bases which permits issues based on Communications annexes rather than a fiscal year authorization.
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C/WE-Admin.

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Approved Release 2002/07/12 : CIA-RDP79-00 200120017-8

DATE:

INDEX:

19 Mar. '56

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TO:

C/WE- Administration

FROM:

C/TAS

SUUMMARY:

C/WE-Admin Memo dated 22 Nov. '55 re Property Authorization

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Control Procedure

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REMARKS: